



E-ATP 2021 Conference

Speaker Packet – Coffee Conversations

27 - 29 September, 2021

Virtual Event



**E-ATP 2021 Conference
27-29 September 2021
Virtual Event**

Dear Coffee Conversation Facilitator:

Thank you for agreeing to serve as a facilitator for the upcoming E-ATP 2021 Conference to be held 27 - 29 September 2021, virtually. We look forward to a very successful conference!

Enclosed you will find the following information:

- Table of Deadlines..... 2
- Conference Essentials (dates, location, etc.).....3
- Coffee Conversation Guidelines & Facilitator Registration.....4

Below is a table of items and upcoming deadlines for your reference.

ACTIVITY:	DEADLINE:	Return via:
Complete Online Presentation Agreement	13 July 2021	Click here for presentation agreement
Register for the Conference (to ensure early bird registration rate)	27 August 2021	http://eatpconference.org/register.aspx
Email most recent Bio	23 July 2021	eatpspeakers@designingevents.com

If you have any questions about these materials, due dates or for additional information, please contact:

Kim McManus
+1-443-293-4011
eatpspeakers@designingevents.com



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CONFERENCE ESSENTIALS

When does the conference start/conclude?

The conference begins on Monday, 27 September 2021 at 10:00 AM BST with Coffee Conversations. The conference concludes at 4:40 PM BST on Wednesday, 29 September 2021 with our Closing General Session.

Conference Location:

- Virtual
- Platform links and speaker links will be provided closer to the conference.

Do I need to register for the conference?

Yes, you will find all the information on registration in this speaker packet on page 4. You are encouraged to register as early as you can, but no later than 27 August 2021 to ensure you receive the early bird registration rate. Registration is required in order to present at this year's conference.

What equipment will my presentation room have?

- Chat feature
- Designing Events Tech to help before and during the session

If you need an accommodations in order to present at this conference, please contact Kim McManus at eatpspeakers@designingevents.com, +443-293-4011.



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Coffee Conversations Discussion Guidelines

Coffee Conversations

Coffee Conversations are informal **live** chats with fellow conference attendees who share common interests. These do not include presentations. These sessions are geared towards discussions and exploration of ideas.

When are the Coffee Conversations?

The Coffee Conversations are being held as the first sessions taking place on each day. We will send you your session time in the coming weeks.

Discussions that focus on the commercial intent of a product or a service are not permitted.

Facilitator Registration Information

All facilitators participating in the conference must register for the conference. To register for the conference please register online at <http://www.eatpconference.org/register.aspx>. The registration fees are below:

Rates by Registration Date:

By 27 August 2021: €95 (ATP Member Early Bird)

By 27 August 2021: €160 (ATP Non-Member Early Bird)

After 27 August 2021: €145 (ATP Member)

After 27 August 2021: €210 (ATP Non-Member)

The delegate fee includes all conference-related sessions, networking opportunities and materials, as well as lunch and breaks.

Questions?

Please don't hesitate to contact us at atp@designingevents.com or by phone at 443-293-4011

Thank you in advance for understanding and adhering to these guidelines to ensure a successful conference for all! We look forward to a successful 2021 E-ATP Conference!